

# CITY OF LYNCHBURG FLEET POLICY

Policy adopted: July 2000  
Last update: April 2003  
Current update: June 2006

Note: Current changes are underlined

## I. POLICY

### A. Policy Statement:

The process of acquiring, operating and disposing of a fleet of cars, trucks and specialized motor equipment impacts nearly every service provided to the public, affects the productivity of numerous city employees and determines the level of support for emergency services and infrastructure maintenance. Simply stated, without effective equipment management services, the work of public agencies could not be done. The City of Lynchburg Fleet Policy defines the standard for fleet management in terms of mission and function and establishes an effective policy that defines authority and accountability throughout city government and the roles and responsibilities of all involved including policy makers, department or agency heads, fleet management and vehicles operators.

### B. Applicability:

The Fleet Policy is applicable to every department or agency head and other employees of the City who operate a city vehicle or other motorized equipment while performing services as an employee for the City of Lynchburg. The policy is applicable to all full-time or part-time employees.

## II. OBJECTIVE

### A. Policy Objective:

Fleet Policy in the City of Lynchburg serves as the directing force for achieving optimum fleet management with the lowest cost per mile/hour and high quality service in support of the transportation goals of the city. The objective of this formal fleet policy is to define the standards for fleet management and maintenance and to clearly define authority and accountability throughout the City and the roles and responsibilities of all involved: policy makers, department or agency heads, fleet management and vehicle operators.

### B. Background:

Centralized fleet management was established in the City of Lynchburg beginning July 1, 2000. The new structure required the creation of a policy defining the roles and responsibilities of the new fleet management department and the users of fleet services throughout the city. The Fleet Policy has been written to serve this purpose and has received the endorsement of the City's Fleet Board and City Manager.

### **III. PROCEDURES**

**A. MISSION**

The mission of Fleet Services is to acquire, maintain, account for, and dispose of all City fleet assets in the most cost effective, safe, reliable and efficient manner possible.

**B. AUTHORITY**

All elements of the Fleet Management Program will be administered in accordance with the provisions set forth in this document and under the general authority of the City Fleet Services Director as empowered by the Fleet Services Board of Directors, the City Manager and City Council.

**C. FLEET ASSETS DEFINED**

Vehicles, motorized equipment, rolling and non-rolling stock and related equipment under the authority and maintained by the Fleet Services Department.

**D. GENERAL DUTIES OF FLEET SERVICES**

- Assist City departments in the development of specifications for the purchase of fleet assets.
- Issue requisitions to purchase new fleet assets, inspect and prep new equipment upon its arrival, and secure titles and plates for new assets.
- Manage the repair and parts functions for ongoing fleet maintenance and preventive maintenance including in-house as well as contracted repairs.
- Insure that all recordkeeping pertaining to vehicular repairs, fueling and fleet asset management is maintained on a fleet management information system.
- Manage the City's fuel sites used for refueling fleet assets.
- Assist the Office of Procurement manage the process for the disposal of fleet assets.
- Notify Department Fleet Asset Coordinators of any evidence of equipment misuse or abuse.
- "Deadline" aka "lockout/tagout" a fleet asset when, in Fleet Service's judgment, it is not safe to operate.

**E. JUSTIFICATION FOR ACQUISITION**

- The addition of a fleet asset that will increase the overall size of the fleet must be fully justified by the functional requirements of the requesting agency and approved by the City Administration through the budget process before its acquisition – See Attachment B Policy Regarding Fleet Increases for additional information.
- Replacement fleet assets will not be acquired unless a continuing need exists and the existing fleet asset is no longer economical to maintain in the fleet, has completed its scheduled life cycle or is damaged beyond reasonable repair.
- All fleet assets requiring a vehicle registration and vehicle tag must be acquired through the Fleet Services Department.
- Fleet assets with a value of \$5,000 or greater fall under the purchasing authority of Fleet Services.

- In general, fleet asset purchases will be made one time a year unless an emergency exists.
- The trade-in for a replacement fleet asset should be like-kind and on a vehicle-for-vehicle basis.
- The justification to replace a fleet asset must be documented on a “Justification to Purchase New Vehicle” form that is available on the City intranet.
- Upon receipt of the “Justification to Purchase New Vehicle” form, the vehicle being replaced will be evaluated and scored by Fleet Services to see if it qualifies for replacement. See Attachment D for sample replacement guidelines for a sedan or a light truck.

**F. ASSIGNMENT**

- All fleet assets will be assigned based on justifiable need by the using agency. When the need is no longer justifiable, the fleet asset will be relinquished and reassigned or disposed as appropriate.
- All fleet assets will carry City logos, department name and asset identification numbers unless waived in writing by the City Manager.

**G. UTILIZATION AND OPERATION**

- Fleet assets will be utilized only for purposes for which the asset was assigned and only in activities attendant to City business.
- All fleet assets shall be operated in a manner that is safe and non abusive for the operator and for others.
- Damage resulting from gross negligence or from an intentional act will subject the operator to established disciplinary and legal procedures.
- If use of a fleet asset reflects that it is not being properly utilized, either by the amount of use it routinely receives or by the type of function it is called upon to perform, no replacement asset will be obtained and the existing asset will be turned in to Fleet Services for disposal or assignment as appropriate – See Attachment C Fleet Utilization Policy for additional information.
- Only City employees are permitted to ride in a City fleet asset. The only exceptions to this policy are:
  1. Individuals riding as a result of a Commonwealth mandate.
  2. Individuals participating in City sponsored ride-along programs.
  3. Individuals who ride as part of the core function of a City agency such as contractors, members of citizen panels, prisoners, clients of a social services agency, etc.
  4. Contractors who operate a fleet asset for a road test or to deliver a fleet asset to the City after a service has been performed.
  5. Individuals who ride in a City fleet asset after being offered a ride for the health, safety, or welfare of a citizen i.e. stranded motorist

- The use of a City fleet asset for personal use is prohibited unless use is incidental and minimal such as travel to and from lunch or medical appointments and in the case of a vehicle authorized for use as a take-home vehicle for personal errands on the way to or from work if the errand requires only a minor deviation (one mile or less) from the normal route traveled

**H. MAINTENANCE AND FUEL**

- Fleet assets will be maintained in the most cost effective manner available and repaired in an authorized City maintenance facility or in a private maintenance facility under contract with the City through the Fleet Services Department.
- All fuel will be obtained at a City fuel site or a pre-authorized private station under contract with the City. When operating a city vehicle while out of town, fuel should be purchased at a facility convenient for the operator.
- Emergency repairs while out of town are covered under the Procedure for Scheduling Vehicle Maintenance – Section N below

**I. COST OF FLEET OPERATION**

- All costs of fleet operations to include elements of maintenance, fuel, overhead, administration costs, and the cost for all fleet asset replacement will be charged to the agencies in a prescribed manner using appropriate markups for full cost recovery.
- Records and data will be maintained such that management and budgetary analysis of the fleet operation may be readily performed.
- Any funds which remain in the Fleet Replacement Fund will be considered as part of the Fleet Services required reserve.

**J. DISPOSAL**

- Fleet assets which are no longer able to perform their designated function in an economical manner, or which are no longer required by the City, will be disposed of by Fleet Services in a manner prescribed by the Office of Procurement.
- The funds received from surplus fleet asset sales will be placed in the Fleet Replacement Fund

**K. CUSTOMER RESPONSIBILITIES**

Customers of Fleet Services are required to maintain the following responsibilities:

- Appoint a Fleet Asset Coordinator to coordinate maintenance and use with Fleet Services.
- Make fleet assets available for maintenance as scheduled by Fleet Services. Repairs and discovered defects should be promptly reported for immediate action. **NEVER OPERATE A FLEET ASSET WITH DEFECTIVE EQUIPMENT UNDER ANY CIRCUMSTANCES.**
- Ensure that fleet assets are used only by authorized, **adequately skilled and trained operators.**

- Utilize fleet assets efficiently and properly and in a safe, reliable and non-abusive manner. Evidence of abuse, misuse, and neglect will be reported to the appropriate Fleet Asset Coordinator.
- Assist Fleet Services in maintaining complete and accurate records of asset utilization and cost by providing records and data as required.
- Review monthly reports from Fleet Services and assist in identifying and reducing areas of high expense and reduced utilization.
- Ensure that operators are conducting daily operator checks and CDL checks are diligently performed and recorded with irregularities forwarded to Fleet Services via a copy of the current day's inspection report when the fleet asset is delivered to Fleet Services for repair. A fleet asset that fails any part of a CDL check will not be released for assignment until any defect has been corrected.
- Be diligent in holding dates and times for scheduled repairs.
- Assist in scheduling dates for fleet asset preventative maintenance and ensuring operators hold these appointments.
- Notify Fleet Services in writing when a fleet asset is transferred from one agency to another.
- Assist Fleet Services in the development and preparation of fleet asset specifications.
- Ensure that operators are qualified and trained to operate assigned fleet assets especially heavy equipment designed for street/road work.
- Avoid the use of a cell phone while refueling a fleet asset—cell phones can ignite fuel or fumes when switched on or off or when they ring.
- All persons riding in a fleet asset shall be seated and belted securely by seat belts in an approved riding position at all times when the equipment is moving. Standing or riding on steps, sidesteps, running boards, or in any other exposed position is prohibited. Seats belts shall not be released or loosened at any time while the equipment is in motion. Operators of equipment such as backhoes, tractors, motorgraders, etc. are required to be seated and belted securely by the seat belt. Waste Management refuse collectors are permitted to ride on steps, sidesteps and running boards during the normal course of collecting refuse since it involves the standard practice of a refuse collector but shall be seated and belted while traveling to or from their assigned territory for collection.
- Operators shall enter accurate odometer readings when refueling.
- Ensure that fleet assets are kept clean and maintained especially after heavy use during seasonal work.
- Check fluid levels, tire air pressure and perform a vehicle walk-around prior to use of a fleet asset.
- Report known factory recalls or warranty items to Fleet Services.
- Ensure that vehicle registration is kept with the fleet asset at all times and is readily accessible in case of accident or traffic violation.

- Exercise safety and caution at all times by operating a fleet asset with their hands free and unencumbered. Eating while operating a fleet asset is prohibited.
- Promptly report accidents to the LPD, Office of Risk Management and Fleet Services. A copy of the accident report shall be given to Fleet Services who will coordinate the process of obtaining all repair estimates.
- Adhere to all vehicle safety practices as outlined in the City Safety Manual. Seat belt and other restraints shall be used at all times while equipment is in motion.
- Promote the completion of Customer Comment Cards and Annual User Survey Forms.
- Safely secure fleet asset keys and fuel access keys at all times. NEVER LEAVE A FLEET ASSET RUNNING WHILE UNATTENDED TO REDUCE THE POSSIBILITY OF THEFT AND TO CONSERVE FUEL.
- Schedule pre-season prep work with Fleet Services with at least 60 days notice: mowing equipment no later than December 31; leaf collection equipment no later than July 1; and snow removal equipment no later than September 1.
- Schedule post-season repair work with Fleet Services within 30 days after conclusion of season and after cleaning all debris, salt and grime from equipment.
- Secure the keys to a fleet asset when not in use and never leave keys in an unattended fleet asset.
- Obey all laws such as posted speed limits and parking ordinances and the display of a current vehicle inspection decal. Fines incurred for violating these laws are the responsibility of the fleet asset operator.
- Smoking and/or the use of any tobacco product such as chewing tobacco, snuff, etc. in any owned or leased fleet asset is strictly prohibited.
- Employees shall not use a wireless telephone while operating a fleet asset or other equipment. If an employee is involved in an accident while using a wireless telephone while driving a City fleet asset or operating equipment, the City may not defend the employee from any claims or lawsuits resulting from the accident, since the employee is in violation of a City safety policy – See Attachment E Cell Phone Use by Public Safety Employees for additional information
- Utility equipment that has been added to a fleet asset such as tool boxes, racks, trailer hitches, invertors, etc. shall not be dis-installed and moved to another fleet asset unless mutually agreed upon by the department director who controls the fleet asset and Fleet Services.
- No equipment other than City owned authorized equipment will be installed on a fleet asset without the approval of Fleet Services.

**L. WARRANTY**

- Fleet Services will track repeat and rework repairs on fleet assets and equipment and will not charge the customer for any substantiated rework that occurs under normal and reasonable use.
- The timeframe for warranty coverage will be as follows:
  1. Parts will be warranted for 30 days or the manufacturer warranty whichever is longer.
  2. Labor will be warranted for 90 days or 4,500 miles.
  3. Service provided by an outside contractor will carry the contractor's standard warranty.
- Fleet Services must be notified as soon as a defect in workmanship is discovered at which time the customer will be asked to return the fleet asset to Fleet Services for an inspection.

**M. RECALLS**

- All factory recalls will be coordinated by Fleet Services.
- Notifications received by Fleet Services for a recall will be logged in for date received and forwarded to the appropriate department Fleet Coordinator who will be responsible for contacting Fleet Services to schedule the necessary repair.
- Recall notifications received directly by a department should be forwarded to Fleet Services for appropriate handling.

**N. PROCEDURE FOR SCHEDULING VEHICLE MAINTENANCE**

- Non-emergency maintenance will be scheduled by contacting the appropriate Fleet Services repair facility.
- Drive-in service will be performed on a first-come first-served basis based on the severity of the repair and mission of the owning agency.
- In case of an emergency or breakdown, the customer should contact Fleet Services for assistance. Fleet Services will make arrangements to have the fleet asset repaired contractually or within one of the City repair facilities. If out of town when an emergency arises, repairs up to \$500 can be incurred without seeking authorization. Repairs exceeding this figure must be pre-authorized by Fleet Services. The department Fleet Coordinator will be responsible for preparing any paperwork required to authorized the repair and should leave a phone number for contact in case significant repair work needs an authorization.
- Any defects or problems discovered while a fleet asset is in the custody of a Fleet Services repair facility will be corrected before the asset is released. A fleet asset must be safe and roadworthy before it will be released for duty.

**O. FLEET ASSET PREVENTIVE MAINTENANCE**

- On or about the 25<sup>th</sup> of each month Fleet Services will prepare a Preventive Maintenance Due Report listing each fleet asset due for preventive maintenance during the following month. The report will be sent to each department Fleet Coordinator for action.

- The department Fleet Coordinator will schedule with Fleet Services the times for presenting fleet assets for service. All scheduling should be complete within five (5) working days of receiving the Preventive Maintenance Due Report.
- Customers will arrive for their scheduled appointment on a timely basis and must contact Fleet Services at least one hour before the scheduled appointment if the appointment time cannot be met.

**P. SPORT UTILITY VEHICLE (SUV) POLICY**

The following guidelines must be observed regarding the acquisition of Sport Utility Vehicles (SUV) and 4WD pickup trucks:

1. The vehicle must be used by a Public Safety agency whose duties are routinely related to Public Safety or for responding to life-threatening situations. -----or-----
2. The vehicle will be used by an employee whose job duties require the regular use of a specialized vehicle requiring high ground clearance or off-road driving.

Requests for exceptions to this policy must be in writing and submitted to the City Manager by the appropriate department director.

**Q. TAKE-HOME VEHICLE POLICY**

This policy will be considered an adjunct to the overall fleet policy. The “Take-home Vehicle Policy” is part of the City’s On-line Policy System and can be found via the City’s intranet.

## **IV. ADMINISTRATION**

### **OFFICE OF PRIMARY RESPONSIBILITY**

The Fleet Services Department, and its director, is responsible for administering the Fleet Policy under the general authority of the Fleet Services Board.

## **V. ATTACHMENTS**

**ATTACHMENT A – QUALITY ASSURANCE PROGRAM**

**ATTACHMENT B – POLICY REGARDING FLEET INCREASES**

**ATTACHMENT C – FLEET UTILIZATION POLICY**

**ATTACHMENT D – REPLACEMENT GUIDELINES**

**ATTACHMENT E – CELL PHONE USE BY PUBLIC SAFETY  
EMPLOYEES**



## **ATTACHMENT A**

<p style="text-align: center;"><b>City of Lynchburg</b> <b>QUALITY ASSURANCE PROGRAM</b> <b>Memorial Avenue Repair Facility</b></p>
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### **SCOPE**

Fleet Services will provide maintenance and repairs to the City of Lynchburg vehicle fleet. This will be accomplished by having procedures in place for write-up of work orders, prioritizing work, quality inspection of repairs completed, communication with customers, and Quick-fix repairs.

### **WORK ORDER WRITE UP**

Customers should bring or fax all signed Work Requests to the Service Writer. The Service Writer will identify repairs needed and inform the customer. A work order will then be generated and prioritized. The Supervisor will assign work to the technicians based on skill required and urgency of repairs. The Supervisor will work with the Service Writer in tracking open work orders to ensure that billing to the departments will reflect real time data and repairs are completed in a timely manner.

### **PRIORITIZING WORK**

The Supervisor and Service Writer will prioritize work based on workload, seasonal needs, and Departmental requests. This will be accomplished by creating a coding system using different color stickers for each level of priority. As follows:

- High = red (police and scheduled work)
- Medium = blue (unscheduled work/breakdowns)
- Low = green (fill-in work)
- Seasonal = yellow (leaf/snow/mowing)

### **QUALITY CONTROLS**

The Supervisor or appointee will follow the status of all work being performed. Each technician is fully responsible for the quality of his/her work and will test drive the vehicle after the repair has been performed to insure that all work has been completed properly. The technician is also responsible for verification that all parts have been posted to the work order and the labor performed has been properly recorded for the documentation of vehicle downtime. All required attachments/stickers (State Inspection, oil service, etc.) will be filled out and installed as required. The Service Writer will re-code work order status to show completion, record and track downtime and spot check the work of the technician to insure quality repairs have been performed.

### **COMMUNICATION WITH CUSTOMERS**

Customer will bring Service Request to the Service Writer's Office and will be assisted in determining what repairs are needed. The keys will be labeled for identification. A completion time will be estimated. Information for contact and follow-up will be collected from the customer.

When repairs are completed, the office will notify customer of status. When vehicle is picked up, the customer will be asked to fill out a comment card and place it in a box at shop or mail to the Fleet Director.

### **PREVENTATIVE MAINTENANCE PROGRAM**

Fleet Service will maintain an aggressive Preventative Maintenance program on vehicles and equipment serviced at this location. Within 5 (five) days before the end of the month, a list of PM's for the following month will be sent to each department fleet coordinator along with a list of uncompleted PM's for the previous month. Departments will be notified by phone or mail on each Friday of PM's not scheduled or completed. PM's should be scheduled by the department early in the month to avoid any delays at the end of the month. Fleet Services personnel will undertake every effort to treat scheduled PM's as a high priority repair. Fleet Technicians will fill out a detailed inspection sheet for each PM type and they will be kept on file for one (1) year. With cooperation from each department, PM's will be set at intervals that will best suit the vehicle usage. Fleet Services will attempt to maintain a compliance rate of 95% or better on completed PM's.

### **QUICK FIX PROCEDURE**

Fleet Services has classified certain repairs as Quick Fix. These repairs normally can be done in 15 minutes or less. Examples are as follows:

- Oil and fluid level correction
- Tire repair – light vehicles only
- Light bulb (head, tail, stop) and fuse replacement
- Windshield wiper replacement
- Minor electrical repairs

All Quick Fix repairs require a completed Work Request form.

### **WARRANTY AND REWORK PROCEDURES**

Fleet Services will track repeat/rework repairs on vehicles and equipment and will not charge the customer for any substantiated rework that occurs under normal and reasonable use.

The timeframe for warranty coverage will be as follows:

- Parts will be warranted for 30 days or the manufacturer's warranty whichever is longer
- Labor will be warranted for 90 days or 4,500 miles

- Service provided by an outside contractor will carry the contractor's standard warranty

Fleet Services management must be notified as soon as a defect in workmanship is discovered at which time the customer will be asked to return the vehicle to the garage for an inspection.

The customer will receive a copy of the work order for substantiated rework; all charges on this work order will be coded to an accounting code for Fleet Services and not charged against the customer's budget.

#### **SUBLET REPAIR PROCEDURES**

Fleet Services will coordinate sublet repairs through the Memorial Avenue Repair Facility. The Supervisor and/or the Service Writer will decide what repairs will be sublet and will coordinate with vendors on scheduling and completion of repairs. The Fleet Services office will monitor repair cost and quality of vendor repairs.

## **ATTACHMENT B**

<p style="text-align: center;"><b>City of Lynchburg</b> <b>POLICY REGARDING FLEET INCREASES</b> <b>June 2006</b></p>
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### **23 Purpose**

Fleet assets represent a substantial investment of taxpayer dollars with respect to the capital acquisition cost of a vehicle as well as operating costs such as fuel and maintenance. The goals of the fleet increase policy are:

- Identify the demand for fleet vehicles and assign them based upon actual, demonstrated and compelling need in the conduct of official city business
- Minimize the number of vehicles in the fleet and the relevant capital and operating costs associated with ownership
- Establish a formal protocol to be used when an department sees a need to increase its fleet size

### **II. Fleet Additions**

- A. In general, fleet additions must be approved by the City Council and will become part of the annual budget approval process when a department desires to increase its fleet of vehicles
- B. Before requesting an addition to the fleet, departments shall consider the following alternatives:
  1. Use of a pool car: The city has a quantity of pool cars available for employees who need a vehicle for local trips or for out-of-town day trips. The Fleet Services Department also maintains a smaller pool consisting of 2-3 vehicles for longer trips—the vehicles are located at the city garage on Memorial Avenue
  2. Mileage reimbursement: Departments should consider allowing employees who have occasional use of vehicles to use their personal vehicle and be reimbursed for mileage at the going city rate for reimbursement
  3. Lease a vehicle: Departments should consider a short-term lease if a vehicle is needed for a few weeks such as for a seasonal program, etc.
- C. Departments that feel an addition to the fleet cannot be avoided must present justification to the City's Fleet Board and indicate why the acquisition of another vehicle is the most cost-effective means for accomplishing the mission at hand. At the minimum justification shall include the following:

- Projected use of the asset i.e. miles, hours, trips
  - Information that shows the department has examined the utilization of their current fleet of vehicles to determine if a reallocation of an existing fleet asset is a better alternative
  - Information that shows the department has examined alternatives to an addition to the fleet such as use of a personal vehicle with reimbursement, short-term lease, use of a motor pool vehicle, etc.
- D. In general, requests for a fleet addition will be considered only once a year and the procedure described below will be used to evaluate requests. A form called Justification for Addition to Fleet is available on the city's intra-net for documenting the request**
1. The requesting department will complete the justification form and forward it with as much detail and justification as possible to the city Fleet Director by September 30 of each year for vehicles to be part of the budget beginning July 1 of the following year. The Fleet Director will review the document for completeness and forward it to the Fleet Board for review and consideration as an addition to the fleet
  2. The Fleet Board will review each request and make a decision to approve or disprove the request. The completed form will be returned to the requesting department after a decision has been made
  3. Should the fleet addition not be approved, the department may appeal the decision to the City Manager who makes the final determination
  4. If approved by the City Manager, the estimated acquisition cost of the vehicle and anticipated fuel and maintenance expense for one year will be included in the department's proposed budget for the next fiscal year
  5. Fleet Services will take over responsibility for replacing the vehicle after it completes its economical useful life and the cost for replacement will be part of the vehicle replacement plan prepared by Fleet Services

#### **ATTACHMENT**

- Justification for Addition To Fleet form

**CITY OF LYNCHBURG  
JUSTIFICATION FOR ADDITION TO FLEET**

Date: \_\_\_\_\_

Agency: \_\_\_\_\_ Agency Code: \_\_\_\_\_

**Description of additional fleet asset requested:** \_\_\_\_\_

**Budget year the request for equipment is being made:** \_\_\_\_\_

**If equipment is for a new program please describe:** \_\_\_\_\_

**Are additional personnel being hired?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**How many similar type fleet assets currently in your agency?** \_\_\_\_\_

**What is the estimated annual usage of this asset?**

\_\_\_\_\_ Miles \_\_\_\_\_ Hours \_\_\_\_\_ Trips

**How many days each year will equipment be used?** \_\_\_\_\_

**What is the estimated acquisition cost of equipment? \$** \_\_\_\_\_

**Life expectancy of equipment:** \_\_\_\_\_ Years

**Will grant funds be used to purchase equipment?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**If not grant funds, where will funds come from?** \_\_\_\_\_

**How will this new asset be used to help your agency meet its objective?** \_\_\_\_\_

**Completed by:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Agency Head**

**Reviewed:** \_\_\_\_\_ **Fleet Director**

**Date reviewed by Fleet Board of Directors:** \_\_\_\_\_

\_\_\_\_\_ **Approved** \_\_\_\_\_ **Not Approved**

**Reviewed by City Manager:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Not Approved**

## **ATTACHMENT C**

<p style="text-align: center;"><b>City of Lynchburg</b> <b>FLEET UTILIZATION POLICY</b> June 2006</p>
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### **24 Purpose**

Fleet vehicles represent a substantial investment of taxpayer dollars with respect to both capitalization and operating costs such as maintenance and fuel. The goals of the Fleet Utilization Policy are:

- Identify the demand for fleet vehicles and assign them based upon actual, demonstrated and compelling need in the conduct of official city business
- Maximize existing vehicle utilization
- Minimize the number of fleet assets in the fleet and the relevant capital and operating costs associated with these assets
- Ensure fleet assets are accruing usage at a rate that makes their ownership economical

### **25 Scope**

This policy applies to all city departments that operate city-owned vehicles and equipment better known as fleet assets. All city fleet assets fall under the auspices of the policy with the exception of the classes of equipment shown as excluded on the enclosed attachment titled Assets Included or Excluded for Utilization Analysis. Major exclusions are police field vehicles, fire apparatus and off-road equipment. Other classes of vehicles may subsequently be excluded based on a recommendation from the city Fleet Board such as equipment held by a department as a reserve or backup unit

### **26 Utilization Management Committee (UMC)**

- A. The Utilization Management Committee will be composed of the city Fleet Director, an official from the Budget Office, a member from the Office of Procurement and a member from the city Fleet Board appointed to serve a one year term on the UMC
- B. The Committee will meet at least quarterly and more often if necessary to review fleet vehicle utilization and make recommendations to the city Fleet Board regarding disposition of underutilized assets

## **IV. Vehicles with Low Utilization**

**27 The definition of a low utilization vehicle is:**

- A vehicle used less than 3,360 miles the first year in the fleet – 280 miles a month

- A vehicle used less than 3,780 miles the second year in the fleet – 315 miles a month
  - A vehicle used less than 4,200 miles every year in the fleet after it has been in the fleet two full years – 350 miles a month
  - For equipment where usage is measured by an hour meter, minimum usage shall be 1,800 hours annually or 150 hour a month
- B. For reporting purposes, any vehicle in the fleet less than 12 months will be excluded from the analysis of under utilized vehicles although usage will be measured for statistical purposes
- C. At a minimum, the UMC will review the list of low utilization equipment and make a recommendation to retain, reassign, eliminate, or transfer an asset to a motor pool should the need to increase the motor pool exists. The protocol to be followed as part of this examination is:
1. The Fleet Services Department, by July 31 of each year, will identify vehicles that have low utilization and forward the lists to the appropriate departments
  2. Each department head will review each vehicle on the list and decide whether to request retention of the vehicle or to turn it in. If the department desires to retain the vehicle, the department head must state so in writing furnishing as much detail as possible. If the department no longer needs the vehicle, it should be turned in to the Fleet Services Director for disposition. All information from the department head must be forwarded by August 31 to the Fleet Director who will review the information for completeness then forward the information to the UMC
  3. The UMC will review the justification for retaining vehicles then notify the department head of vehicles not approved for retention and direct that the vehicles be turned in to the Fleet Director
  4. Departments will have 30 days to appeal the decision of the UMC. Appeals should be sent to the Fleet Director who will copy other members of the UMC for their review. The appeal will be reviewed by the UMC then forwarded with a recommendation to approve or disapprove to the city Fleet Board for a decision
  5. The Fleet Board will notify the department of its decision and if the appeal is not approved the department must turn the vehicle in to the Fleet Services Director within 15 days
  6. Should the department desire to appeal the Fleet Board's decision to the next level, information shall be sent to the City Manager within 15 days after the Fleet Board meeting and the City Manager will make a final determination
  7. A vehicle specifically designated as one to be turned in can be retained if another fleet asset with "comparable value" is substituted for it. The UMC shall be the final determinant of whether the substituted asset is of "comparable value"
  8. The Fleet Director will be responsible for coordinating the final disposition of vehicles the UMC designates for redeployment



## **ATTACHMENT**

- **Listing of Assets Included or Excluded for Utilization Analysis**

### **FLEET SERVICES ASSETS INCLUDED OR EXCLUDED FOR UTILIZATION ANALYSIS 1-Apr-06**

<b>AUTOMOBILES</b>		
1000	Compact Car	YES
1050	Midsize Car	YES
1100	Full-size Car	YES
1150	Police Car – Field	NO
1200	Police Car – Admin	YES
1250	Confiscated – Vice	NO
1300	Station Wagon	YES
<b>VANS</b>		
1500	Mini Van	YES
1550	Multi Passenger Van	YES
1600	Cargo Van	YES
1650	Paddy Wagon	NO
<b>TRUCKS – ONE &amp; ½ TON OR LESS</b>		
2000	Mini Pickup	YES
2001	Mini Pickup – 4x4	YES
2050	½ Ton Pickup	YES
2051	½ Ton Pickup – 4x4	YES
2100	¾ Ton Pickup	YES
2101	¾ Ton Pickup – 4x4	YES
2150	SUV – Midsize	YES
2151	Parking Enforcement Vehicle – Right Hand Drive	NO
2155	SUV – Large	YES
2200	1 Ton Pickup	YES
2250	1 Ton Dump Truck – Regular Cab – 2X4	YES
2251	1 Ton Dump Truck – Extended Cab – 4X4	YES
2252	1 Ton Dump Truck – Regular Cab -4X4	YES
2253	1 Ton Dump Truck – Extended Cab – 2X4	YES
2300	1 Ton Chassis – Special Body	YES
2301	1 ½ Ton Dump Truck – Regular Cab	YES
2302	1 ½ Ton Dump Truck – Extended Cab	YES
<b>TRUCKS – MEDIUM/HEAVY</b>		
2500	Standard Dump Truck	YES
2550	Dump Truck – Special Purpose	YES
2551	Dump Truck – 5 Ton	YES
2552	Dump Truck – Super Duty 4x4	YES
2600	Vactor	YES

2650	Fuel Truck	NO
2700	Bucket Truck	YES
2750	Paint Liner	YES
2800	Truck Mounted Leaf Vacuum	NO
2850	Knuckleboom Truck	YES
2860	Service/Utility	YES
2870	Truck/Tractor (used)	YES

#### REFUSE EQUIPMENT

3000	Rear Load Packer – Light Duty	YES
3002	Rear Load Packer – Heavy Duty	YES
3100	Sideloader – Heavy	YES
3150	Rolloff/hooklift	YES

#### LOADERS

3500	Rubber Tired Loader – Medium Duty	NO
3501	Rubber Tired Loader – Heavy Duty	NO
3550	Track Loader	NO
3600	Backhoe	NO
3601	Mini Excavator	NO
3650	Skid Steer Loader	NO
3700	Forklift	NO

#### TRACTORS

4000	Standard Tractor	NO
4050	Tractor with Mower and Boom	NO
4100	Right-of-way Mowing Tractor	NO
4150	Tractor with Loader	NO

#### MOWING EQUIPMENT

4500	Walk Behind Mower	NO
4550	Riding Mower	NO
4560	Slope Mower	NO
4600	Reel Mower	NO
4700	Gang Mower	NO
4750	Bush Hog/Flail (3 Point Hitch)	NO

#### EMERGENCY FIRE APPARATUS

5000	Ambulance	YES
5050	Pumper	NO
5100	Aerial Ladder	NO
5150	Reserve Pumper	NO
5200	Reserve Ladder	NO
5250	Support/Rescue	NO
5251	Squad Truck – 6 Man	NO
5300	ARFF Truck	NO

#### MISCELLANEOUS EQUIPMENT

9000	Sweeper – Street	YES
9001	Sweeper – Parking lot	NO

9002	Sweeper – Walk behind	NO
9003	Sweeper – Truck mounted broom	NO
9010	Flusher	NO
9020	Motorcycle	YES
9030	Landfill Compactor – Large	NO
9050	Trailer Mounted Leaf Vacuum – Large	NO
9051	Trailer Mounted Leaf Vacuum – Small	NO
9060	Trailer – Single Axle	NO
9070	Trailer – Tandem Axle	NO
9080	Trailer – Heavy Equipment	NO
9081	Trailer – Dump (Sludge)	NO
9082	Trailer – Office/Storage	NO
9090	Motorgrader	NO
9100	Dozer (2-4 yard – Small)	NO
9101	Dozer (5-6 yard – Large)	NO
9110	Pan Excavator	NO
9120	Roller – Small	NO
9121	Roller – Large	NO
9130	Chipper	NO
9140	Stump Grinder	NO
9151	Sprayer – Skid Mounted	NO
9160	Snow Plow	NO
9170	Spreader (3-8 yard)	NO
9171	Spreader (8 yard)	NO
9180	Seeder	NO
9210	Bus – Mini	YES
9220	Golf Cart/ATV/Utility Vehicle	NO
9221	Infield Ballfield Groomer	NO
9230	Compressor	NO
9240	Generator – Small	NO
9241	Generator – Large	NO
9250	Salt Spreader (0-3 yard)	NO
9260	Large Snow Blower	NO
9280	Message Board	NO
9281	Flasher/Directional Arrow	NO
9290	Crash Cushion (Attenuator)	NO
9360	Pressure Washer	NO
9370	Pavement Crack Sealer	NO
9380	Night-Time Lighting Unit	NO
9400	TV Inspection Unit – Self Contained	NO

**ATTACHMENT D**  
**CITY OF LYNCHBURG FLEET SERVICES**  
**REPLACEMENT GUIDELINES**  
**Sedans and Light Trucks (1 Ton and Less)**

Factor	Points	Description
Age	1	Each year of chronological age.
Miles/Hours	1	Each 10,000 miles of usage.
	1	Each 250 hours of usage.
Type of Service	1	Standard sedans and light pickups.
	2	Standard vehicles with occasional off-road usage.
	3	Any vehicle that pulls trailers, haul heavy loads, and has continuous off-road usage.
	4	Any vehicle involved in snow removal.
	5	Police, Fire, and Rescue service vehicles
Reliability  (PM work is not included)	1	In shop one time within 3 month time period, no major breakdowns or road calls.
	2	In shop one time within 3 month time period, 1 breakdown/road call within 3 month time period.
	3	In shop more than twice within one month time period, no major breakdowns/road calls.
	4	In shop more than once within one month time period, two or more breakdowns/road calls within same time period.
	5	In shop more than twice monthly, two or more breakdowns within one month time period.
M&R Costs  (Accident repairs not included)	1	Maintenance costs are less than or equal to 20% of replacement cost.
	2	Maintenance costs are 21-40% of replacement cost.
	3	Maintenance costs are 41-60% of replacement cost.
	4	Maintenance costs are 61-80% of replacement cost.
	5	Maintenance costs are greater than or equal to 81% of replacement cost.
Condition	1	No visual damage or rust and a good drive train.
	2	Minor imperfections in body and paint, interior fair (no rips, tears, burns), and good drive train.
	3	Noticeable imperfections in body and paint surface, some minor rust, minor damage from add-on equipment, work interior (one or more rips, tears, burns) and a weak or noisy drive train.
	4	Previous accident damage, poor paint and body condition, rust (holes), bad interior (tears, rips, cracked dash), major damage from add-on equipment, and one drive train component bad.
	5	Previous accident damage, poor paint, bad interior, drive train that is damaged inoperative and major damage from add-on equipment.

Point Ranges		
0-17	Excellent	Do not replace.
18-22	Good	Re-evaluate for next year's budget.
23-27	Satisfactory	Qualifies for replacement this year if budget allows.
28+	Poor	Needs priority replacement.

## **ATTACHMENT E**

### **Use of Cell Phones by Public Safety Employees While Operating a City Vehicle**

Public safety personnel are granted the discretion to utilize wireless telephone devices while operating a vehicle when, in their individual judgment, such use is considered essential for the safe and efficient conduct of public safety operations. Wireless telephone devices are not to be used to make or receive calls dealing with routine or personal matters by public safety personnel while operating a vehicle. If a public safety employee needs to use a wireless telephone device to make or receive a call in a situation where the use of the device is not of operational necessity, the employee shall find a safe place to pull over and park his or her vehicle before making or receiving the call. In the event a public safety employee is involved in an accident, part of the accident investigation will include a check of whether or not the employee was using a wireless telephone device while driving, including checking the call record of the particular device. Violations of this policy will subject employees to appropriate disciplinary action and could result in a loss of coverage under the City's self-insurance program.

July 20, 2006  
L. K. Payne III